

**Meeting of the Strategic Governing Body of  
Angel Oak and David Livingstone Academies  
Thursday, 22 November 2018 at 6.00pm  
At Angel Oak Academy**

**MINUTES**

Name	Position	Attendance
<b>Governors</b>		
James Toop (JT)	STEP Co-opted Governor (Chair)	Present
Nick Ambrose (NA)	STEP Co-opted Governor (Vice Chair)	Apologies (Accepted)
Ryan Arde (RA)	Head Teacher – David Livingstone Academy	Present
Sebastian Cross (SC)	STEP Co-opted Governor	Present
Gemma Foster (GF)	STEP Co-opted Governor	Present
Stacey Frier (SF)	STEP Co-opted Governor	Present
Verity Griffin (VG)	Staff Governor – Angel Oak Academy	Present
Catherine Hewitt (CH)	Head Teacher – Angel Oak Academy	Present
Caroline Johnson (CJ)	Staff Governor – David Livingstone Academy	Apologies (Accepted)
Kirstin Macdonald (KM)	Parent Governor – David Livingstone Academy	Present
Tim Mills (TM)	Executive Head Teacher	Present
Jenny Moore (JM)	STEP Co-opted Governor	Present
Jessica Parada-Olavarria (JPO)	Parent Governor – Angel Oak Academy	Present
<b>Attendees</b>		
Alex Farley (AF)	Deputy Head Teacher – Angel Oak Academy	Present
Tom Gary (TG)	Deputy Head Teacher – Angel Oak Academy	Present
Philippa Jackson (PJ)	STEP Governance Clerk	Present
Kirstie Martin (KM)	Director of Finance and Business Services	Present (for items 1-4)

**STEP First – We are all one team**

1	Welcome and Apologies (people)	Actions
	<p>The Chair welcomed Governors to the meeting. JT introduced KM, recently appointed Parent Governor, to the meeting.</p> <p>Apologies were received and accepted from NA and CJ.</p>	

	<p>CH set out the fire evacuation procedure and confirmed that a trained first aider and fire warden were on the school premises.</p> <p>CH explained that the Business Managers for both Academies were unable to attend the meeting. KM, STEP Director of Finance and Business Services, was present to answer any questions where possible.</p>	
<b>2</b>	<p><b>Quorum (people)</b></p> <p>The Clerk confirmed that the meeting was quorate.</p>	
<b>3</b>	<p><b>SGB Chair and Vice Chair (compliance)</b></p> <p>It was noted that the STEP Board of Trustees had appointed James Toop as Chair of Governors for 2018/ 2019 (as of 18 December 2017 for a four year term).</p> <p>JT asked governors whether they would like to nominate themselves as Vice Chair for 2018/ 2019. NA had confirmed that he would like to continue as Vice Chair.</p> <p>NA was elected as Vice Chair for 2018/ 2019.</p>	
<b>4</b>	<p><b>Declaration of Pecuniary Interests and/or Conflict of Interests (people/ accountability/ compliance)</b></p> <p>Governors had been asked to update The Trust Governor profile with details of their business interests, other educational establishments that they govern and any relationships to school staff.</p> <p>Governors confirmed they had no declarations of interest relevant to the agenda.</p>	
<b>5</b>	<p><b>STEP Governance and SGB Membership (people and structures)</b></p> <p>Governors noted the appointment of KM, Parent Governor DLA, as of 13 July 2018. The Clerk confirmed that KM had provided details of her most recent DBS check to the Business Manager.</p> <p>Governors confirmed they had updated their Trust Governor profiles, training records and business interests. They had also ticked the boxes to confirm they had read some of the key governance documents including the KCSIE guidance, declaration of eligibility to serve as governors and the Undertaking to the STEP Academy Trust.</p> <p>The Governor attendance record for 2017/18 was noted.</p>	

	<p>The SGB skills audit analysis was noted. JT confirmed that he would review the skills analysis on the Trust Governor system in more detail following the meeting. <b>(Action: JT to review the SGB skills audit).</b></p> <p>Governors appointed the Lead Governor roles for 2018/19, whilst Scheme of Delegation was under review:</p> <ul style="list-style-type: none"> <li>• Safeguarding/ Children Looked Governor (James Toop)</li> <li>• Finance (Sebastian Cross)</li> <li>• Standards (Nick Ambrose)</li> <li>• SEND/Inclusion (Stacey Frier and Jenny Moore)</li> <li>• Pupil Premium (Stacey Frier and Jenny Moore)</li> <li>• Academy website monitoring (Gemma Foster)</li> </ul>	<b>JT</b>
<b>6</b>	<p><b>STEP Board of Trustees Update</b> (<i>strategic leadership</i>)</p> <p>Governors noted the STEP Board of Trustees update and key developments for the STEP Academy Trust.</p>	
<b>7</b>	<p><b>Teaching School Application</b></p> <p>TM was pleased to report that Angel Oak Academy had been designated a teaching school.</p> <p>TM reported that the teaching school would be developed to ensure that schools throughout East Sussex, were supported. A more formal proposal for this would be developed and shared with Governors.</p> <p><b>Question:</b> Would Angel Oak receive the funds or would it be held by the Trust?  <b>Answer:</b> This was currently being negotiated with the Trust. Some of the money would need to be accessed by the school to spend as appropriate.</p> <p>JT congratulated the school and TM, who would lead the Teaching School, and noted that the status was a huge acknowledgment of the School's achievement. Governors also congratulated TM who had received a National Leaders of Education award.</p>	
<b>STEP Way – We agree to do things like this</b>		
<b>8</b>	<p><b>STEP Policies and Procedures</b> (strategic leadership/structures/compliance)</p> <p>Governors noted that STEP Policies approved by the STEP Board of Trustees were available on the Trust's website.</p>	

<p><b>9</b></p>	<p><b>Safeguarding</b> (accountability/compliance)</p> <p>Governors confirmed that they have read and understood ‘Keeping Children Safe in Education 2018’ and updated the Trust Governor system to reflect this.</p> <p>JT confirmed that he had visited David Livingstone Academy twice and carried out a safeguarding audit. He reported that that the single central register had been kept up-to-date and checks on the staff files had been successfully completed for both schools. JT had carried out a learning walk at David Livingstone Academy with the safeguarding lead and had spoken to some of the children about safeguarding. He was reassured by the children’s awareness of on-line bullying and what they should do if they experienced these issues. He reported that an adequate handover had been completed for the new designated Safeguarding Officer who would be covering the role while a member of staff had taken maternity leave. JT confirmed that a safeguarding visit would be carried out at Angel Oak Academy in due course. <b>(Action: JT to complete Safeguarding audit at Angel Oak Academy).</b></p>	<p>JT</p>
<p><b>10</b></p>	<p><b>Admissions 2020/21</b></p> <p>Governors noted the Board of Trustees would consider starting consultation to bring in year Admissions for the year 2020/21 in house. Governors requested more information on this and the implications for the schools. <b>(Clerk to feedback to EMT)</b></p>	<p>PJ</p>
<p><b>STEP Up – We all succeed together</b></p>		
<p><b>11</b></p>	<p><b>Educational Standards</b> (strategic leadership/ accountability)</p> <p><b>Head Teacher Reports</b></p> <p><b>David Livingstone Academy</b></p> <p>RA presented the written termly Head Teacher report for David Livingstone Academy. Governors raised the following questions:</p> <p><b>Question:</b> The report mentioned that one member of staff has been replaced by an agency staff. Was this considered a long-term solution?  <b>Answer:</b> This would continue until a permanent member of staff could be recruited.</p> <p><b>Question:</b> In terms of the Pira and Puma data, was there any way of getting the SEN mean score for London and East Sussex?  <b>Answer:</b> Yes. The specific information would need to be requested. <b>(Action: TM to request data)</b></p>	<p>TM</p>

**Question:** In relation to funding, would the school receive funding for the additional SEND pupils who had joined the school?

**Answer:** The school were still waiting for the funding for the two additional SEND children.

### **Angel Oak Academy**

CH presented the written termly Head Teacher report for Angel Oak Academy  
Governors raised the following questions:

**Question:** The average days lost to sickness was very high. Was this due to the (previously advised) member of staff on long-term sick leave?

**Answer:** In fact, the number given on the HT report was 'total' days rather than 'average' which was 0.2 days.

**Question:** Since the last Ofsted, had there been an increase in pupil numbers.

**Answer:** The Ofsted had impacted the numbers but other factors, such as the teaching and learning, pupil behaviour and positive parents had also had an impact.

Governors raised the following questions in relation to both Academies:

**Question:** Under new government proposals health (to include mental) education will be a mandatory part of the curriculum for all schools from Autumn 2020. What are both the Academies doing currently and to improve their health education to ensure pupils are able grow up to become happy and well-rounded individuals who know how to deal with and have the resilience for the challenges of the modern world. Furthermore, what provisions are in place to support the mental health of staff members?

**Answer:** At David Livingstone Academy, a termly wellness week had been introduced for the pupils. The school had trialed a mental health workshop for Year 5, which had been well received. The school also hosted a mental health workshop which was run by the local church which welcomed anyone within the community. The school encouraged staff to speak out about issues and encouraged open communication with all staff. The Trust also offered a good support mechanism for staff.

At Angel Oak Academy, the wellbeing and mental health of staff and pupils was carefully considered. The Senior Learning Mentor had recently received the Mental Health First Aid for Schools Certificate and also a diploma in The Educational and Therapeutic Application of the Arts from the CCMM (Child Centre of Mental Health). She was using her expertise to support teachers with training and strategies and was also taking referrals from staff. Once the new government proposals were received, the school would decide whether they needed to make additional arrangements.

Angel Oak do not wish to pay lip service to staff wellbeing by adding additional

	<p>provision but rather, the SLT take great care to reduce workload for staff where possible as well as ensuring support for teachers in all aspects of planning, teaching and behaviour management. There is an open door policy to talk to line managers if any issues arise which is made use of by staff.</p> <p><b>Academy Improvement Plans 2018/19</b></p> <p>Governors confirmed they had read the 2018/19 Academy Improvement Plans.</p> <p><b>Question:</b> Was the continuation of the AIP seen as building on what works well or could the Academies be seen as complacent?</p> <p><b>Answer:</b> There was a lot of continuation with the AIPs but Governors were happy to accept that both schools continued to focus on what works for the children.</p> <p><b>Governor Monitoring Visits</b></p> <p>Governors noted the governor monitoring visit report carried out by NA at David Livingstone Academy on 10 October 2018.</p> <p>It was agreed that Governors should contact Head Teachers to arrange school visits, linked to the AIP priorities.</p>	
<p><b>12</b></p>	<p><b>Performance Management (people)</b></p> <p>JT confirmed that the appropriate performance management procedures were in place for all staff in accordance with regulations. It was reported that the Trust had moved to the on line Blue Sky performance management system.</p>	
<b>STEP Ahead – We invest in our future</b>		
<p><b>13</b></p>	<p><b>Governing Body Training (people)</b></p> <p>Governors had been unable to attend the STEP Ahead Training Session in October. They noted the EMT report which provided feedback on the session.</p> <p>JT asked Governors for feedback from any other governor training attended since the previous meeting. JT confirmed that he had completed the NSPCC on line safer recruitment and safeguarding training.</p> <p>JT reminded Governors that it was important to receive safeguarding training on an annual basis either through the bespoke training offered by the Trust or through another role. The Clerk confirmed that the next STEP Safeguarding training session would be held on 16 January 2018 at Heathfield Academy, Croydon. The training</p>	

	<p>would include Safeguarding, On-line Safety, SEND, Ofsted Framework and SGB Academy visits. RA agreed to send the termly staff safeguarding dates at David Livingstone Academy to Governors. <b>(Action: RA to send the termly DLA safeguarding training dates to Governors).</b></p> <p>Governors noted the invitation to attend the STEP First Conference at 15 February 2019, at Copthorne Hotel, West Sussex.</p> <p>It was noted that any specific training for 2018/19 should be sent to the Clerk.</p>	<b>RA</b>
<b>14</b>	<p><b>Correspondence to the Chair</b></p> <p>The Chair confirmed that a letter of complaint had been received in relation to David Livingstone Academy and this would be investigated in line with the STEP Complaints Policy.</p>	
<b>15</b>	<p><b>Minutes</b></p> <p>Governors approved the minutes of the meeting held on 12 July 2018.</p>	
<b>16</b>	<p><b>Other Matters of Business</b></p> <p>Governors confirmed they had no further matters of business to raise.</p>	
<b>17</b>	<p><b>Meeting Impact (evaluation)</b></p> <p>Governors felt that discussions had been very positive and they could reflect on the impact of the work that supports the children’s education.</p> <p>Governors were keen to receive clarification from the Trust on the budget and financial position of the schools, particularly the housekeeping adjustments for Angel Oak Academy.</p> <p>Governors were particularly pleased to hear about how the children’s mental health and wellbeing had been carefully considered.</p> <p>Governors acknowledged the notable success of both schools which and how they supported the wider community.</p>	

<b>18</b>	<b>Meeting Dates</b> (structure)	<p>The Clerk confirmed that the 2018/19 SGB meeting dates had be circulated. The next meeting would be held on Wednesday, 13 February at 5.00pm at David Livingstone Academy.</p>	
<b>19</b>	<b>Publication of Minutes</b> (compliance)	<p>Confidential issues on governance and finances would be recorded in Part B of the minutes, which would remain confidential to the Strategic Governing Body.</p>	

Agenda Item	Action Point	Lead	Status
<b>5</b>	Review SGB skills audit on the Trust Governor system.	<b>JT</b>	
<b>9</b>	Complete Safeguarding audit at Angel Oak Academy.	<b>JT</b>	
<b>10</b>	Request further information on 2020/12 Admissions process and how it impacts the schools.	<b>PJ</b>	
<b>11</b>	Request Pira and Puma data for the SEN mean score for London and East Sussex.	<b>TM</b>	
<b>13</b>	Send termly DLA safeguarding training dates to Governors.	<b>RA</b>	

<b>To confirm these minutes are and accurate account of the meeting</b>	
---	--

Chair's signature	
Chair's name	
Date	